NHSN Dialysis Event Surveillance

NHSN Set-up

for Outpatient Dialysis

Audience

- **Any person enrolling a dialysis clinic or center in NHSN**
  - Known as the NHSN Facility Administrator

- **NHSN group users who want to understand the dialysis facility set-up process**

Learning Objectives

❑ **Introduce NHSN organization and navigation**

❑ **Add users and assign user rights**

❑ **Add an Outpatient Hemodialysis Location**

❑ **Add Monthly Reporting Plans**

❑ **Review other set-up steps of interest**
- Importing patient information
- Joining Groups

INTRODUCTION

Set-Up Follows NHSN Enrollment

❑ **Once the NSHN Agreement to Participate and Consent is processed, NHSN sends an email to confirm enrollment is complete and facility is active**

From:	NHSN (CDC)
Subject:	NHSN enrollment approved

To: NHSN Facility Administrator
From: NHSN
Subject: NHSN enrollment approved

Your facility or group has been approved as a new member of NHSN. Welcome!

Facility Name: Test Facility
Facility ID #: xxxxx

As the Facility Administrator, you will now need to access the NHSN application through the SDN by selecting the NHSN Reporting activity. Once in the NHSN application, your first task should be to add those individuals who need to use the application ("users").

Once you add a user, that person will receive an email prompting her/him to obtain a digital certificate.
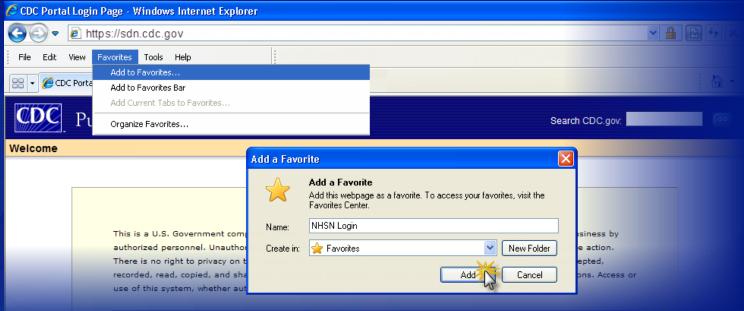
If you have any questions about NHSN, please contact us at nhsn@cdc.gov or http://www.cdc.gov/nhsn.

NHSN Set-Up

❑ **Immediately following facility activation, you can login to SDN's Public Health Partners page to access 'NHSN Reporting' using your challenge phrase (password)**

❑ **Set-up is required before data can be reported**

1. **Add Users & Assign Rights**

2. **Add 'Outpatient Hemodialysis Clinic' Location**

3. **Add Monthly Reporting Plans**

Tip: Add NHSN Websites to Favorites

❑ **In Internet Explorer, save NHSN websites as favorites to find them quickly each month**

- ▪ Site to log on to NHSN Reporting https://sdn.cdc.gov
- ▪ Dialysis Event reporting resources
  http://www.cdc.gov/nhsn/psc_da_de.html

NHSN NAVIGATION

Log in to NHSN

- ❑ **Go to https://sdn.cdc.gov**
- ❑ **Submit your challenge phrase (password)**
- ❑ **Click on 'NHSN Reporting'**
  - ▪ If you do not have the NSHN Reporting link, request it through the "Request Additional Activities" link
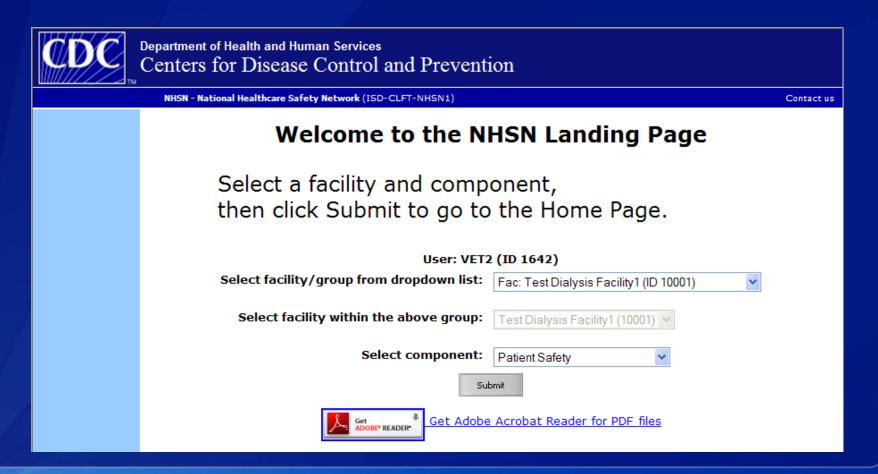
NHSN Landing Page

❑ **Make selections (if necessary) and click 'Submit'**

NHSN Patient Safety Home Page

Department of Health and Human Services
Centers for Disease Control and Prevention

NHSN - National Healthcare Safety Network (ISD-CLFT-NHSN1) | NHSN Home | My Info | Contact us | Help | Log Out

NHSN Home
Reporting Plan
Patient
Event
Procedure
Summary Data
Import/Export
Analysis
Surveys
Users
Facility
Group
Log Out

Logged into Test Dialysis Facility1 (ID 10001) as VET2.
Facility Test Dialysis Facility1 (ID 10001) is following the PS component.

NHSN Patient Safety Component Home Page

Use the Navigation bar on the left to access the features of the application.

Assurance of Confidentiality: The voluntarily provided information obtained in this surveillance system that would permit identification of any individual or institution is collected with a guarantee that it will be held in strict confidence, will be used only for the purposes stated, and will not otherwise be disclosed or released without the consent of the individual, or the institution in accordance with Sections 304, 306 and 308(d) of the Public Health Service Act (42 USC 242b, 242k, and 242m(d)).

NHSN maintenance may occur nightly between 12am and 6am Eastern time.

Get ADOBE® READER®   Get Adobe Acrobat Reader for PDF files
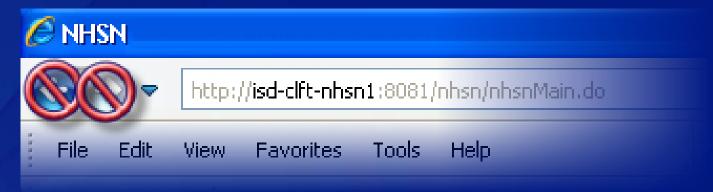
Navigation Bar

❑ **User rights determine which navigation bar options are present**

Navigating NHSN

❏ **Use the navigation bar or NHSN buttons to navigate**

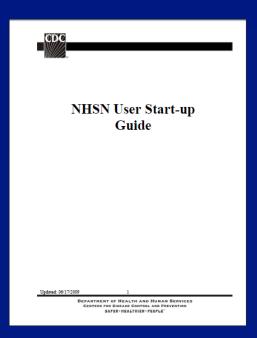❏ **Do not use Internet Explorer web browser buttons**

USERS

Users

❑ **The Facility Administrator can add additional users to access NHSN**

  ▪ Adding users is optional

❑ **The Facility Administrator decides what rights each user has**

❑ **Once a new user is added, an email is automatically sent to their email address with instructions**

  ▪ Each user requires their own digital certificate to access NHSN
  ▪ Each user must complete required training before using NHSN
  ▪ Instructions for new users are available in the NHSN User Start-Up Guide

Reference Materials

❑ **NHSN User Start-up Guide**

❑ **Available at**
   http://www.cdc.gov/nhsn/enroll.html

Add User

- **From the NHSN navigation bar: select 'Users', then select 'Add'**

- **Enter user information**
  - Create a username
  - The email address entered must be the same one used to request their digital certificate

- **Click "Save" button to create the user**

- **Assign rights under Patient Safety, "Save" rights**
  - Customizing rights is not recommended for most users

Add User

Department of Health and Human Services
Centers for Disease Control and Prevention

NHSN - National Healthcare Safety Network (ISD-CLFT-NHSN1:8081) | NHSN Home | My Info | Contact us

- 🎗 NHSN Home
- **Reporting Plan**
- **Patient**
- **Event**
- **Procedure**
- **Summary Data**
- **Import/Export**
- **Auto CDA Sign**
- **Analysis**
- **Surveys**
- **Users**
  - ▶ Add
  - ▶ Find
- **Facility**
- **Group**
- **Log Out**

Logged into Test Dialysis Facility1 (ID 10001) as VET2.
Facility Test Dialysis Facility1 (ID 10001) is following the PS component.

Add User

❓HELP

Mandatory fields marked with *

User ID*: [_____]   Up to 32 letters and/or numbers, no spaces or special

First Name*: [_____]
Last Name*: [_____]
Title: [_____]
User Active: [Y - Yes ▾]
User Type: [ICP - Infection Control Professional ▾]
Phone Number: [_____]
Fax Number: [_____]
E-mail Address*: [_____]
Enter New Password*: [_____]
Re-enter New Password*: [_____]
Address, line 1: [_____]
City: [_____]
State: [_____ ▾]
County: [▾]
Zip Code: [_____]
Home Phone Number: [_____]
Beeper: [_____]

[Save]   [Back]

User must use same email address for their digital certificate!

Assign and Save User Rights

Deactivate Users

❑ **Deactivate users as necessary**

  ▪ e.g., when staff member leaves

Outpatient Hemodialysis Clinic
ADD LOCATION

Add Outpatient Hemodialysis Clinic Location

❑ **Surveillance locations in your facility need to be mapped to a CDC location description**

❑ **Most dialysis facilities have 1 location: the outpatient hemodialysis clinic**

- Hospitals usually have several areas (e.g., ICU, CRU, ED)
- NHSN plans to add home hemodialysis location in January 2012 (will be optional)

Add Outpatient Hemodialysis Clinic Location

❑ **NHSN navigation bar: select 'Facility', then 'Locations'**

❑ **Choose a Code and Label**
- ▪ They can be the same

❑ **CDC location description: select "Outpatient Hemodialysis Clinic"**

❑ **Bedsize is the number of dialysis stations**

❑ **Click "Add"**

Add Outpatient Hemodialysis Clinic

CDC

Department of Health and Human Services
Centers for Disease Control and Prevention

NHSN - National Healthcare Safety Network (ISD-CLFT-NHSN1) | **NHSN Home** | My Info | Contact us | Help | Log Out

- NHSN Home
- **Reporting Plan**
- **Patient**
- **Event**
- **Procedure**
- **Summary Data**
- **Import/Export**
- **Analysis**
- **Surveys**
- **Users**
- **Facility**
  - Customize
  - Facility Info
  - Add/Edit Component
  - Locations
  - Surgeons
- **Group**
- **Log Out**

Logged into Test Dialysis Facility1 (ID 10001) as VET2.
Facility Test Dialysis Facility1 (ID 10001) is following the PS component.

Locations

HELP *Instructions*

- To **Add** a record, fill in the form with the required fields and any desired optional values. Then click on the *Add* button.
- To **Find** a record, click on the *Find* button. One of more fields can be filled in to restrict the search to those values.
- To **Edit** a record, perform a *Find* on the desired record. Click on the desired record to fill in its values into the form and edit the values. To save the changes, click on the *Save* button.
- To **Delete** one or more records, perform a *Find* on the desired record(s). Check the corresponding box (es), then click on the *Delete* button.
- Press the **Clear** button to start over with a new form.

Mandatory fields to "Add" or "Edit" a record marked with *

Your Code*: DIALYSIS

Your Label*: DIALYSIS CLINIC

CDC Location Description*: Outpatient Hemodialysis Clinic

Status*: Active

Bed Size: 12   A bed size greater than zero is required for most inpatient locations.

[Find]   [Add]   [Clear]

NHSN Set-Up

❑ **You have now completed all one-time set-up requirements!**

1. **Add Users & Assign Rights**

2. **Add 'Outpatient Hemodialysis Clinic' Location**

3. **Add Monthly Reporting Plans**

Monthly Reporting Plans

❑ **Indicates what Patient Safety Component surveillance modules your facility intends to do:**

  ▪ Device Associated Module >> Dialysis Events

❑ **Monthly Reporting Plans need to be added for every month of the year**

  ▪ If not doing surveillance for a specific month, indicate 'No NHSN Patient Safety Modules Followed this Month' on the Monthly Reporting Plan

❑ **You can submit up to one year of Monthly Reporting Plans in advance**

Add a Monthly Reporting Plan

- ❑ **NHSN Navigation Bar: select 'Reporting Plan', then 'Add'**
- ❑ **Select month & year of surveillance**
- ❑ **Choose dialysis surveillance location from drop-down menu**
- ❑ **Make sure the 'DE' checkbox has a green checkmark**
- ❑ **Leave other modules blank**
- ❑ **Option to choose "No NHSN Patient Safety Modules Followed this Month"**
  - ▪ NHSN requires ≥ 6 months/year to remain active
- ❑ **Click 'Save'**

□ **Scroll down to the bottom to save the reporting plan**

Set-up is complete: Next Step
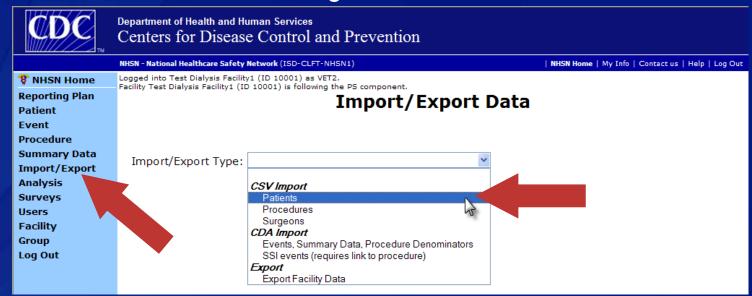
❑ **Set-up steps are complete**

1. **Add Users & Assign Rights**

2. **Add 'Outpatient Hemodialysis Clinic' Location**

3. **Add Monthly Reporting Plans**

❑ **Next step: begin reporting Dialysis Event data!**

Other Set-up Options

- **Some facilities choose to import patient roster information into NHSN**

- **After your location is added, it is a good time to join any NHSN Groups, if you plan on doing so**
  - You can join/leave a group at any time
  - More information on groups is available on the Dialysis Event website and in the NSHN Resource Library

Optional – Import Patient Information

❑ **You can import your facility's patient information**

❑ **3 required fields: patient ID, date of birth & gender**

❑ **NHSN navigation bar: select 'Import/Export'**

- ■ Must be in an ASCII comma delimited format
- ■ Download from an existing database

Joining a Group

- **Any entity can maintain a group in NHSN**
  - State health departments, corporate dialysis chains, ESRD Networks, etc.
- **NHSN facilities join using a Group ID number and Joining Password provided by the group**
- **After joining, the facility will see the "Confer Rights Screen" which shows which data the group wants the facility to share**
  - The facility must press the "Accept" button on the Confer Rights screen to share data
- **A facility that joins a group does not have access to data from other facilities in the group**

Joining a Group

Joining a Group

NHSN Support

❑ **NHSN Online Help Manual**

  ▪ Help link on the top right corner

❑ **Email the NHSN Helpdesk at nhsn@cdc.gov**

Important !!

❑ **Email is our only way to communicate with you!**

❑ **Please email nhsn@cdc.gov with any changes in your email address**

Summary

- ❑ **Add NHSN websites to "Favorites"**

- ❑ **NHSN Navigation**

- ❑ **Add Users and assign user rights**

- ❑ **Add 'Outpatient Hemodialysis Clinic' Location**

- ❑ **Add Monthly Reporting Plans**

- ❑ **Importing patient information**

- ❑ **Joining groups**

Questions? Problems?

Contact the NHSN Helpdesk at
nhsn@cdc.gov

For more information please contact Centers for Disease Control and Prevention
1600 Clifton Road NE, Atlanta, GA 30333
Telephone, 1-800-CDC-INFO (232-4636)/TTY: 1-888-232-6348
E-mail: cdcinfo@cdc.gov   Web: www.cdc.gov